

UNNUMBERED LETTERS ISSUED FOR THE MONTH OF OCTOBER 2001

Dated	Subject	Distribution
10-02-01	Fiscal Year 2001 Business Programs Accomplishments	S/D
10-10-01	Updating the Rural Community Facilities Tracking System	S/D
10-11-01	Program Loan Cost Expense Funds FY 2002 Allocations and Requirements Under the Credit Reform Act of 1990	S/D
10-12-01	United States Department of Agriculture's 56 th Secretary's Honor Awards Program	S/D
10-18-01	FY 2002 Salaries and Benefits Allotment and FY 2002 FTE Ceiling	S/D
10-23-01	October 25, 2001, RBS Administrator's Teleconference Agenda	S/D
	Implementation of Executive Order 13202, As Amended	S/D, D/D, C/S
	Interest Rate Changes for Housing Programs and Credit Sales (Nonprogram)	S/D, D/D, C/S
10-25-01	Financial Management Division Reviews Fiscal Year 2002	S/D
10-29-01	Fiscal Year 2001 Affirmative Employment program Accomplishment Report, and Fiscal Year 2002 Affirmative Employment Program Update and Federal Equal Opportunity Recruitment Plan and Update	S/D
10-30-01	2001 Joint Financial Management Improvement Program Donald L. Scantlebury Memorial Award	S/D
	2002 Roger W. Jones Award for Executive Leadership	S/D
	2002 Public Service Excellence Awards	S/D

October 30, 2001

SUBJECT: 2001 Joint Financial Management Improvement
Program Donald L. Scantlebury Memorial Award

TO: Agency Administrators
National Office Officials, RHS/RBS/RUS
Rural Development State Directors

The United States Department of Agriculture has been invited by the Joint Financial Management Improvement Program (JFMIP) to participate in the Donald L. Scantlebury Memorial Award. This award acknowledges senior financial management executives who have demonstrated outstanding and continuous leadership in improving financial management.

Attached are instructions for nominating individuals for the year 2001 Donald L. Scantlebury Memorial Award.

If you have any nominations, please send them to the following address:

Assistant Administrator for Human Resources
USDA/Rural Development
Ag Box 0730
Washington, D.C. 20250-0730
Attention: Junius Scott

All nominations must be received at the above address by December 28, 2001, to allow the Administrators or Under Secretary time to select final nominees. If your nomination is selected, we will ask you to send an additional five (5) copies to our office.

If you have any questions, please call Mr. Scott at (202) 692-0199.

(Signed by Timothy J. Ryan)

TIMOTHY J. RYAN
Assistant Administrator
for Human Resources

Attachment

EXPIRATION DATE:
March 31, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

Donald L. Soantlebury Heniorial Award

FOR DISTINGUISHED LEADERSHIP IN FINANCIAL MANAGEMENT IMPROVEMENT

The Joint Financial Management Improvement Program of the federal government is a cooperative undertaking of the Department of the Treasury the General Accounting Office, the Office of Management and Budget, and the Office of Personnel Management. We work in cooperation with each other and with operating agencies to improve and coordinate financial management policies and practices throughout the government. The JFMIP was authorized by the Budget and Accounting Act of 1950.

Since 1971, the JFMIP has sponsored an annual award program directed to excellence in financial management. The award was established to recognize senior financial management executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies and improvements in federal, state or local government. In 1981, the award was designated as the Donald L. Scantlebury Memorial Award in honor of the Chief Accountant of the General Accounting Office and the chairman of the JFMIP Steering Committee.

TYPE OF AWARD

Awards, consisting of engraved plaques, will be presented at the Maim 2002 JFMIP annual Financial Management Conference in Washington, DC.

ELIGIBILITY

All federal, state, or local government employees who are senior executives and have demonstrated outstanding distinguished leadership resulting in effective financial management improvements over the years are eligible to be nominated. Nominees from small entities with fewer than 2,000 full-time employees will receive every consideration provided they meet the selection criteria. Previous nominees may be renominated provided they meet the other provisions of this announcement. The nomination should be updated to include the latest achievements of the nominee.

SELECTION CRITERIA

The Awards Committee will base its determinations on two factors: sustained leadership in financial management and specific accomplishments in financial management. For purposes of this award, the term financial management has been interpreted to include, but is not limited to, the following areas: accounting, auditing, information technology budgeting, asset management, control and allocation of resources, cost reduction, financial analysis, financial systems development, management analysis, planning, productivity measurement and improvements, and financial and performance reporting.

The Awards Committee will give substantial weight to sustained, high-quality leadership in financial management over the years considering:

1. Measurable improvements in financial management technology or methodology resulting from the nominee's accomplishments.
2. The extent to which the improvements would have been impossible or significantly lessened without the nominee's involvement.
3. Originality of nominee's accomplishments.
4. The impact of the nominee's accomplishments on government financial management policies and practices.
5. The extent of long-term or lasting benefit of the nominee's accomplishments on the efficiency, effectiveness, and economy of government operations.

The Awards Committee will also consider a series of specific accomplishments for which the nominee is primarily responsible and where the results can be measured specifically in terms of improvement in service, substantial savings, or significant technological progress adaptable to a wide range of government financial management operations.

NOMINATION PROCEDURES

Federal agencies are encouraged to use incentive awards program channels for solicitation and selection of nominees. No more than three nominations should be submitted from the head of each federal department and independent agency or high official from state and local governments to:

JFMIP Awards Committee
1990 K Street NW, Suite 430
Washington, DC 20006

Each nomination must include a copy of the nomination form below, a short biographical sketch of the nominee, and a statement of justification for the award. Including the nomination form, the nomination package must not exceed five (5) pages. Submissions must be in English and include live (5) copies of each nomination. Submissions must be received on or before January 4, 2002 to be eligible for consideration. Any nominations received after the closing date will not be considered. For further information, contact Doris Chew, (202) 219-0528, or email doris.chew@gsa.gov.

JFMIP SCANTLEBURY MEMORIAL AWARD NOMINATION

Name of Nominee _____

Title _____

Agency/Entity _____

Business Address _____

Telephone Number _____

Name of Nominator _____

Title _____

Agency/Entity _____

Business Address _____

Telephone Number _____

Date _____

Signature of Nominator _____

RECENT RECIPIENTS OF THE Donald L. Scantlebury Memorial Award

Lawrence F. Alwin
State Auditor of Texas

Kenneth M. Bresnahan
Chief Financial Officer
Department of Labor

1999
Jorge E. Aponte
Director, Office of Management and Budget
Puerto Rico

N. Anthony Calhoun
Deputy Executive Director and
Chief Financial Officer
Pension Benefit Guaranty Corporation

Frank W Sullivan
Deputy Assistant Secretary for Finance
Department of Veterans Affairs

1998
Sallyanne Harper
Chief Financial Officer
U.S. Environmental Protection Agency

Edward Renfrow
Controller
State of North Carolina

1997
Debra L. Hines
Assistant Commissioner, Bureau of the Public Debt
Department of the Treasury

Lana Hurdle
Chief Financial Officer
Peace Corps

Mark Murray
Director, Department of Management and Budget
State of Michigan

1996
Joseph L. Kull
Chief Financial Officer
National Science Foundation

James E. Reid
Deputy Controller
Department of Energy

1994
Clyde G. McShan II
Deputy Chief Financial Officer
Department of Commerce

Gordon Crabtree
Director of Finance, Administrative Services
State of Utah

1993
John Gunyou
Commissioner of Finance
State of Minnesota

Matthew G. Schwientek
Associate Commissioner for Financial Policy and Operations
Social Security Administration

1992
Harvey C. Eckert
Deputy Secretary for Comptroller Operations
Commonwealth of Pennsylvania

Robert W. Gramling
Director of Corporate Audits
General Accounting Office

James D. Yager
Assistant Executive Director,
Management Services
South Florida Water Management District

1991
Richard P Kusserow
Inspector General
Department of Health and Human Services

Mary Ellen Withrow
State Treasurer
State of Ohio

1990
Thomas L. Mien
State Auditor
State of Utah

Robert L. Yates
Vice-President and Treasurer
Tennessee Valley Authority

1989

Edgar A. Vaughn, Jr.
State Auditor
State of South Carolina

William L. Kendig
Director of Financial Management
Department of the Interior

Ellen O'Connor
Budget Director
Commonwealth of Massachusetts

1995
D. Mark Catlett
Assistant Secretary for Management
Department of Veterans Affairs

Kurt R. Sjoberg
State Auditor
State of California

October 30, 2001

SUBJECT: 2002 Roger W. Jones Award for Executive
Leadership

TO: Agency Administrators
National Office Officials, RHS/RBS/RUS
Rural Development State Directors

The United States Department of Agriculture has been invited by the American University, School of Public Affairs to submit nominations for the year 2002 Roger W. Jones Award for Executive Leadership. The Rural Development Mission Area has been invited to submit nominations for this award. This award is presented annually to two Federal career executives whose superior leadership has resulted in outstanding organizational achievements, and has successfully fostered the development of managers and executives for the career service.

Attached are instructions for nominating individuals for the year 2002 Roger W. Jones Award for Executive Leadership. The selection committee requests that nominations be presented and justified in accordance with this criteria. All nominations will be reviewed for evidence of outstanding executive leadership, particularly accomplishments in Equal Employment Opportunity and Civil Rights. The selection committee hopes to receive nominations of women and minorities, consistent with the increasing representation of those groups in leadership positions.

If you have any nominations, please send them to the following address:

Assistant Administrator for Human Resources
USDA/Rural Development
Ag Box 0730
Washington, D.C. 20250-0730
Attention: Junius Scott

All nominations must be received at the above address by November 26, 2001, to allow the Administrators or Under Secretary time to select final nominees. If your nomination is selected, we will ask you to send an additional eleven (11) copies to our office.

EXPIRATION DATE:
March 31, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

If you have any questions, please call Mr. Scott at (202) 692-0199.

(Signed by Timothy J. Ryan)

TIMOTHY J. RYAN
Assistant Administrator
for Human Resources

Attachment

AMERICAN UNIVERSITY

**ROGER W. JONES AWARD FOR
EXECUTIVE LEADERSHIP
2002**

***RECOGNIZING FEDERAL CAREER EXECUTIVE
FOR EXCELLENCE IN***

Organizational Achievements

and

Development of Managers and Executive
For Effective Continuity in Government

SPONSORED BY
AMERICAN UNIVERSITY
SCHOOL OF PUBLIC AFFAIRS
WASHINGTON, DC

**SELECTION COMMITTEE FOR
THE ROGER W JONES AWARD
FOR EXECUTIVE LEADERSHIP**

RAY KLINE

(Chairman of the Committee)
Former President
National Academy of Public Administration

CHARLES BOWSHIFR

Former Comptroller (General of the United States

JUNE (GIBBS BROWN

Former Inspector General
Department of Health and Human Services

THE HONORABLE RICHARD DANZIG

Center for Naval Analysis

HAROLD B. FINGER

Former Associate Administrator for Management
National Aeronautics and Space Administration

MORTIMER DOWNEY

Former Deputy Director
Department of Transportation

MARY R. HAMILTON, PHD

Executive director
American Society for Public Administration

THE HONORABLE PAUL H. O'NEILL

ROBERT D. REISCHAUER, PHD

President
The Urban Institute

JACQJELYN L. WILLIAMS-BRIDGERS

Former Inspector General
Department of State

EMERITUS

ELMER B. Staats
Chairman of the Board o Trustees
Harry S. Truman Scholarship Foundation
Former Comptroller General of the United States

**THE AMERICAN UNIVERSITY COMMITTEE
FOR THE ROGER W. JONES AWARD**

CORNELIUS M. KERWIN
Provost

WALTER D. BROADNAX
Dean
School of Public Affairs

BERNARD ROSEN
Distinguished Adjunct Professor in Residence
Emeritus

HEATHER J. FINNERAN
Assistant Director of Development
School of Public Affairs
202-885-2942

Assuring first-rate leadership by federal career executives is a high—priority issue requiring constant attention. The decision arena for career executives includes complexity, conflicting forces, options, and opportunities to contribute to national purpose.

Senior career officials can endow the government by developing a cadre of outstanding managers and specialists committed to their own professional growth in order to better serve the public interest. Presidential and other top administration appointees are uniquely positioned to encourage and evaluate such action.

To further this compelling purpose, and because of its interest in public affairs, American University will annually grant the Roger W. Jones Award for outstanding executive leadership to two career executives of the federal government.

CRITERIA. The recipients of these unique awards will be selected from among those federal career executives who have “made a difference” by demonstrating

- superior leadership which resulted in outstanding organizational achievements, and
- strong commitment to the effective continuity of government by successfully bringing about the development of managers and executives.

SELECTION for these honor awards will be made by a distinguished panel.

THE AWARD, a bronze plaque and citation, will be presented at a special ceremony to be held on the campus of American University in the fall of 2002.

ROGER W JONES

Roger W. Jones, for whom this award is named. epitomized the best among career executives. This exceptional public servant, in both top career and presidential appointments, greatly influenced the establishment of a climate and structure for improved government operations through the education and training of managers and executives.

In the old Budget Bureau, the Munitions Assignment Board of World War 11, the Civil Service Commission, the State Department, the Office of Management and Budget, and as a consultant and advisor to four presidents, he demonstrated an extraordinary capacity for excellence and service. For his exceptional contributions to the nation, Mr. Jones received national recognition, including the Presidents Award for Distinguished Federal Civilian Service, the Stockberger Award, and the National Civil Service League Award.

2000 RECIPIENTS

Charles P. Nemfakos
Deputy Under Secretary of the navy (Institutional Strategic Planning)

Department of the Navy
Nominated by the Assistant Secretary of the Navy (Manpower and Reserve Affairs)

Janet Woodcock
Director of the Center of Drug Evaluation and Research, Food and Drug Administration
Nominated by the Secretary of Health and Human Service

2001 RECIPIENTS

Paul D. Barnes
Deputy Commissioner for Human Resources
Social Security Administration
Nominated by Commissioner of the Social Security
Administration

Arthur J. Murton
Director of the Division of Insurance
Federal Deposit Insurance Corporation
Nominated by the Chairman of the Federal Deposit Insurance Corporation

THE NOMINATION PROCEDURE

Presidential appointees and other administration appointees are invited to submit nominations of career executives responsible to them who have demonstrated outstanding executive leadership.

To nominate a candidate, provide the following four documents:

- a brief biographical sketch, including employment and significant awards
- a description of the nominee's superior leadership that resulted in outstanding organizational achievement, making clear the achievement's nature and significance and the career executive's specific role
- a description of the nominee's strong commitment to effective continuity of government, through successful development of managers and executives, including the nominee's specific actions and success in institutionalizing the development of career executives and individual managers and executives
- a cover letter from the head of the agency, or other appropriate administration appointee, recommending the nominee for the award

Nominations should be submitted by November 30, 2001: to

Roger W. Jones Award for
Executive Leadership
School of Public Affairs
Ward Circle Building, Room 310
American University
4400 Massachusetts Avenue, NW
Washington, DC 20016-8022

October 30, 2001

SUBJECT: 2002 Public Service Excellence Awards

TO: Agency Administrators
National Office Officials, RHS/RBS/RUS
Rural Development State Directors

Each year, the Department of Agriculture is invited to submit nominations for the Public Service Excellence Awards Program. The Rural Development mission area will be accepting nominations recognizing groups of employees who represent public service at its best for next year's 2002 Public Service Excellence Awards.

This program affords all Federal employees a low-cost way to call public attention to the fact that public employees make many positive contributions to the quality of life of America.

Attached are instructions for nominating groups for the 2002 Public Service Program. If you have any nominations, please send them to the following address:

Assistant Administrator for Human Resources
USDA/Rural Development
Ag Box 0730
Washington, D.C. 20250-0730
Attention: Junius Scott

All nominations must be received at the above address by November 27, 2001, to allow the Administrators or Under Secretary time to select the final nominees. If your nomination is selected, we will be asking you to send an additional six (6) copies of all application materials and a copy of each entry on a 3.5 inch diskette.

EXPIRATION DATE:
March 31, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

The awards selection criteria and application can be downloaded from the Internet. The World Wide Web address is www.theroundtable.org.

If you have any questions, please contact Junius Scott on (202) 692-0199.

(Signed by Timothy J. Ryan)

TIMOTHY J. RYAN
Assistant Administrator
for Human Resources

Attachment

Public Service Excellence Awards 2002 Nomination

Cover Sheet – Nomination Category: (Check only One)

Federal _____ County _____ Interagency/Intergovernmental _____

State _____ International _____ Public Private Partnership _____

City _____ Community Service _____

Nominated Program: _____

Program Address: _____

Contact Person (for additional information about nominated organization)

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____ fax: _____

Email address: _____

program website address: _____

Nominating Official (if different)

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____ fax: _____

Email address: _____

Please initial the following:

_____ PER is hereby granted permission to share information on the nominated program with the media.
other government agencies, organizations, or others seeking examples of excellence in government.

Public Employees Roundtable

Announcing

Public Service Excellence Awards 2002

Sponsored jointly at the
federal, state, county, and local levels by;

Public Employees Roundtable
U.S. Office of Personnel Management
Federal Executive Boards/Federal Executive Associations
American Society for Public Administration
International City/County Management Association
National Governors Association
National League of Counties
National League of Cities
U.S. Conference of Mayors

Those materials may be reproduced and distributed freely

Public Employees Roundtable
Post Office Box 75248
Washington, DC 20013-5248
(202) 927-4926
(202) 927.4920
www.theroundtable.org

Return Postage Guaranteed

New for 2002:

**A Public/Private Partnership
Category!!**

Attention Mailroom Personnel: If undeliverable
as addressed, please reroute to your personnel director

A Proud Tradition

Since 1985, the national Public Service Excellence Awards have paid tribute to programs that **embody** the highest standards of government. Excellence Award winners represent public service at its best. The awards:

1. Encourage innovation and excellence in government
2. Provide government at all levels the opportunity to showcase their outstanding programs
3. Call public attention to the broad range of services provided by public employees
4. Reinforce pride in public service

Programs may be nominated either for one-time achievement or sustained achievement over the past several years. Programs should either demonstrate outstanding improvement over previous performance or outstanding achievement in comparison to other existing programs with the same mandate. By recognizing groups rather than individuals, the awards emphasize the importance of teamwork in public service.

City, State, County, Federal, and International Awards

The Public Service Excellence Awards recognize working units of two or more employees within T.J.S. federal, state or local government agencies. The International award honors U.S. government programs that have an expressed mandate for international activities. All awards honor programs that demonstrate:

1. a substantial improvement in productivity or services;
2. increased quality of life for its clients and Americans; and/or
3. more cost-effective government programs or services.

The Interagency/Intergovernmental and Public/Private Partnership Awards

Partnerships between organizations have become increasingly common and effective in providing services to the public. The Interagency/Intergovernmental Award honors partnerships between government agencies or between different levels of government. The Public/Private Partnership Award is new for 2002 and highlights the creative combinations of public and private sector capabilities. This award recognizes effective efforts to draw on the respective strengths, responsibilities, and interests of the two sectors to provide services to the public. (This category does not include contractual relationships or efforts to “contract Out.”) These categories will showcase many different and effective ways to form partnerships and deliver public services through partnerships.

Community Service Award

In addition to their professions, public employees often contribute to and improve their communities through volunteer efforts. After retirement, many public employees continue to serve their communities as well. The Community Service Award honors a volunteer service project or program that has a significant impact on its community. The project or program must be performed as an off-duty volunteer effort by current public employees, a group of retired public employees, or a non-profit organization whose members are/were primarily public employees (The activities cannot be performed *as part of* official, on-duty responsibilities.)

All winners will be nationally recognized during Public Service Recognition Week May 6-12, 2002.

Winners will receive their awards that week at the annual awards ceremony in Washington, D.C.

How to Prepare and Submit Entry

Nomination — The nomination form is available online at www.theroundtable.org/awards/nominacion.hmt (available after 7/16/2001). The application must not exceed 10 pages (details and criteria below). The deadline for submitting a nomination is November 30, 2001. Please do not send supporting materials, videotapes, CDs, appendices, etc.

Nominations may be submitted electronically, by fax, or postal mail, or in person. Email is preferred.

Electronic Submission - Nominations can be submitted on the Web site and e-mailed directly to Public Employees Roundtable. It's the applicant's responsibility to call the office to verify that Public Employees roundtable received the submission. Submissions may also be downloaded and mailed in. Please do not send supporting materials in the mail when submitting nominations via electronic submission. Email address: psea@theroundtable.org

Mail Submission - All entries should be typed on 8.5 x 11" white paper. Ten copies of nomination must be submitted and each copy should be topped with a copy of the cover sheet. Each nomination package should be stapled or paper-clipped or bound with a soft cover. Please do not use binders and do not send supporting materials other than these requested.

Deadline - All nominations must be electronically submitted, mailed with a postmark, or hand-delivered no later than November 30, 2001. Late nominations will be encouraged to resubmit the following year — they will not be returned. All applicants will be notified of the Roundtable's decision.

If you have any questions, please contact the PSEA Manager at Public Employees Roundtable at (202) 927-4926.

Mailing Address:

Public Employees Roundtable
P.O. Box 75248
Washington, DC 20013-5248

Physical Address:

Public Employees Roundtable
500 North Capitol St NW RM 1204
Washington, DC 20001

Email Address; psea@theroundtable.org
Website: www.theroundtable.org

Public Service Excellence Award Criteria

Please address each of the following areas in narrative form. Nominations should be both thorough and succinct. The maximum number of pages accepted is ten (10) excluding the cover page. Appendices and supporting materials are not accepted. Responses should be organized in the same order as the criteria listed below. Please use the questions as guidelines — there is no need to answer each question individually.

The criteria are designed to draw out information about your program to give the evaluation committee a sense of your program, its purpose, services, innovation, and effectiveness. Since there are many programs around, your application should describe why your program is special, why citizens should take notice and be proud of your program, and why other public employees might want to replicate your program.

I. Executive Summary

Provide a one-page summary of your program and explain what makes your program exceptional.

II. Program Description

1. Purpose and Scope: Describe the purpose of your program, the problem or public concern it addresses, and the significance of the program. What need or problem does your program address? What is the target audience? What are the purposes and goals and what Outcomes do you hope to achieve? (Where appropriate, use numbers to describe the extent and scope of the problem and clients.)

2. Function: Describe how the program functions. How does the program address the problem; what mechanisms does the program use? How is the program implemented? How does the program provide services or interact with its clients?

Interragency/Intergovernmental and Public/Private Partnership submissions only:

How do you coordinate activities and interact with the other organizations? Describe problems that were surmounted. Describe the relationship and the roles, responsibilities, and interests of the organizations.

3. Quality and Innovation: Describe the quality of services and how they are provided. Describe the innovative aspects of the program. How does the program demonstrate creativity, encourage innovation, and promote excellence in public service? What is impressive about the design of the program?

4. Commitment: Describe the level of employee involvement and commitment. Describe the teamwork. How does this program show the sacrifice, commitment, and value of the work performed by public employees?

5. Effectiveness: Describe the measures of effectiveness in both qualitative and quantitative terms. Be specific! Provide evidence of what the program has achieved.

Qualitative: Give examples that illustrate how your program benefited your customers. What changes have taken place as a result of the program (e.g., before/after indicators)?

Quantitative: Provide data and measures of effectiveness used by the program to monitor performance, track results, and evaluate the program (e.g., productivity improvements, cost savings, customer feedback).

Additional Requirement for Nominations in the Community Service Category:

The nomination must be accompanied by letters of recommendation from groups or individuals who have benefited directly from the nominated program or group. The minimum number of recommendation letters is two and the maximum is five.

Awards Will Be Made in the Following Categories:

All nominations must be for programs of two or more employees administered by U.S. federal, city, county or state government organizations or agencies, except the Community Service Award. The organizations may be part of the legislative, judicial, or executive branches. Individuals are not eligible for an award.

Some programs may fit into more than one award category. Programs may only be nominated for one category per year. In general, nominations will be judged in the category for which they are nominated; however, the Evaluation Committee reserves the right to assign a nomination to the most appropriate category based on the criteria stated below. One or more awards will be made in each of the following categories;

Federal:	A program administered by a U.S. federal government organization or agency. This includes programs in the legislative, judicial and executive branches, as well as military units.
State:	A program administered by a government organization or agency or of one at the 50 U.S. states, U.S. territories, or Native American tribal governments.
City:	A program administered by a city or town government within the U.S.
County:	A program administered by a county government within the U.S.
Interagency/ Intergovernmental:	A program which is a collaborative effort between two or more government agencies at the same level or among different levels of government (e.g. three county agencies or a city and a state government agency).
International:	A program within a U.S. federal, state, county or local government, or an interagency/intergovernmental organization which has an expressed mandate (statutory, regulatory or programmatic) of international activity.
Public Private Partnership:	A program which is a collaborative effort between a government agency (or agencies) and private sector company(s) to provide services to the public. This category does include contractual, fee-for service relationships between the government and a private sector company.

Community Service: A program which benefits the community. The effort must be undertaken by all or part of a group of public employees, members of a professional or non-profit organization the majority of whose member are public employees, or by a retiree group which represents former public employees. The activities must be performed as unofficial duties and during off-duty time.

Ten Tips from the Committee

Excellence in award nominations reflects excellence in the service being nominated. Bear in mind that your nomination is the total representation of your program to the evaluation committee — the judges will evaluate your program solely on the nomination you submit. Remember that judges read and evaluate *many* nominations. Therefore, write well, be Succinct, and clearly describe your program so the judges will have an easier time understanding your program and its significance.

The following are suggestions to achieve excellence in nominations:

1. Be brief and avoid excessive wordiness or unnecessary details.
2. Read each criterion completely and answer each properly. Avoid repetition.
3. When using numbers and statistics to describe your program, be clear and do not mislead (i.e. if your staff doubled, clarify if it grew from 1 to 2 or from 100 to 200).
4. Proofread your work¹ Ask others to review your nomination for clarity and narrative style.
5. Avoid excessive use of acronyms and jargon. Remember, the judges may not be familiar with your organization and its jargon.
6. Be specific and concrete in your descriptions. Avoid generalizations and complex descriptions.
7. Concentrate on the outcomes of the program.
8. Make your nomination easy to read (i.e., avoid very long paragraphs and use reasonable font size.)
9. Make the information readily available to the reader. Do not make the judges hunt for information.
10. Be sure your entry is postmarked by the November 30, 2001 deadline.

October 29, 2001

SUBJECT: Fiscal Year 2001 Affirmative Employment Program Accomplishment Report, and Fiscal Year 2002 Affirmative Employment Program Update and Federal Equal Opportunity Recruitment Plan and Update

TO: Rural Development State Directors

All Rural Development offices are requested to submit the following reports to the Civil Rights Office by COB **Friday, January 18, 2002:**

1. Fiscal Year 2001 Affirmative Employment Program Accomplishment Report;
2. Fiscal Year 2002 Affirmative Employment Program Update;
3. Fiscal Year 2002 Federal Equal Opportunity Recruitment Plan and Update.

Guidelines for completing the reports can be found in RD Instruction 2045-Z.

Please submit your plans to Cheryl Prejean Greaux, Director, Civil Rights Staff, Mail Stop 0703, by Friday, January 18, 2002. If you have any questions, you may contact Ms. angela corley on (202) 692-0094, or by e-mail at acorley@rdmail.rural.usda.gov.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Acting Deputy Administrator
For Operations and Management

EXPIRATION DATE:
January 31, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

October 25, 2001

SUBJECT: Financial Management Division Reviews
Fiscal Year 2002

TO: All Rural Development State Directors

ATTN: Management Control Officers

The Financial Management Division (FMD) has scheduled reviews of the state's management control program, collections, Federal Managers' Financial Integrity Act (FMFIA) implementation, and the handling of audits, investigations, and hotline complaints. The reviews will be conducted by the FMD staff.

The states scheduled for review in FY 2002 are as follows:

Virginia	February 26-March 1
Colorado	March 19-22
Oklahoma	April 23-26
Washington	May 21-24
Indiana	June 25-28
Maine	July 9-12
Minnesota	August 6-9

The FMD will notify the state 60 days in advance of the scheduled review regarding the details of the review. You will be informed of who will be conducting the review, entrance and exit conference dates and times, and the files and information that will be reviewed. We will also request assistance with hotel information.

If you have any questions, please call Leroy Jones at (202) 692-0082.

(signed by Timothy J. Ryan) for

SHERIE HINTON HENRY
Acting Deputy Administrator
for Operations and Management

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

October 23, 2001

SUBJECT: October 25, 2001, RBS Administrator's Teleconference Agenda

TO: State Directors, Rural Development

ATTN: Business Programs Directors and
Cooperative Development Specialists

Please refer to the Administrator's October 16, 2001, "Rural Business-Cooperative Service Teleconferences" unnumbered letter. Attached is the agenda for this teleconference. As indicated in the Administrator's memorandum, please contact your State Director to ascertain how many lines will be available for your state.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

Attachments (3 pages)

EXPIRATION DATE:
October 31, 2001

FILING INSTRUCTIONS:
Community/Business Programs

USDA, Rural Development
Rural Business-Cooperative Service

ADMINISTRATOR'S TELECONFERENCE
October 25, 2001 - 2:00-4:00 pm Eastern Time
(Phone Number and Access Code to State Directors Only)

A G E N D A

- Welcome and Roll Call Hagy
- Opening Comments by Deputy Under Secretary Neruda
- Opening Comments by Acting Administrator Rosso
- Business Programs Issues: Hagy
 - * Update on RDAPTS Berger
 - * Freedom to E-File / GPEA Hadjy
 - * FY 2001 Tentative Funding Results (copy attached) Hagy
 - * FY 2001 Accomplishment Report (10/01/01 Unnumbered Letter) Hagy
 - * FY 2002 Budget Outlook Hagy
 - * RD AN No. 3679 (1940-L) - 2000 Census Data Hagy
 - * Farm Bill Hagy
 - * Update on B&I CD-Rom and LoanPak Hennings
 - * FY 2002 Program Operations Hagy
 - * Division Directors= Reports:
 - Specialty Lenders Scruggs
 - Special Projects / Program Oversight Carmon
 - Business and Industry Parker
- Cooperative Services Comments Torgerson
 - * Input needed on State Cooperative Torgerson
Development Accomplishments for FY 2001
 - * Value-Added Market Development Grant Program Update Torgerson
 - * Rural Cooperative Development Grant Program Update Torgerson

- Roll Call and Q&As from State Offices

Hagy

- Adjourn

Rosso

Business Programs - FY 2001 Results

PROGRAM	Number of Loans and Grants	Dollars Obligated	Number of Applications & Preapplications Pending	Dollars Pending
Business and Industry Guaranteed Loan Program	591*	\$1,075,540,265	271	\$698,179,103
Business and Industry Direct Loan Program	48	50,524,131	38	51,037,340
Intermediary Relending Program	69	39,041,686	41	27,739,000
Rural Business Enterprise Grant Program	474	49,230,075	255	46,525,696
Rural Business Opportunity Grant Program	207	9,099,188	39	5,036,558
Rural Economic Development Loan Program	66	22,640,567	21	8,954,000
Rural Economic Development Grant Program	16	2,956,569	17	3,298,500
TOTALS	1,471	\$1,249,032,481	682	\$840,770,197

* Includes NADBANK CAIP funding

** No actual statistical data is available on the Intermediary Relending Program (IRP). On the average, each \$100,000 of IRP money loaned by the intermediary results in one ultimate recipient (business) loan. This loan provides jobs for approximately 20-25 people. The average loan to an ultimate recipient is 8.82 years. Based on an average term of 8.82 years per loan to ultimate recipients, the total loan funds available to the intermediary would revolve 3.4 times over the 30-year term of the loan to the intermediary. Therefore, this would result in approximately 76.5 jobs per \$100,000 over the 30-year life of the loans to the intermediaries ($22.5 * 3.4 = 76.5$).

October 23, 2001

TO: Rural Development State Directors,
Rural Development Managers, and
Community Development Managers

ATTN: Program Directors and State Architects / Engineers

FROM: James C. Alsop *(Signed by James C. Alsop)*
Acting Administrator
Rural Housing Service

SUBJECT: Implementation of Executive Order 13202, As Amended

Executive Order (E.O.) 13202 entitled "Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects" was signed by the President on February 17, 2001, and amended by E.O. 13208 on April 6, 2001. E.O. 13208 added a paragraph amending section 5 of E.O. 13202. Both E.O.s apply to grants, financial assistance, and cooperative agreements that fund construction contracts.

The Office of Management and Budget has requested that this information be communicated to all field offices and to all grantees involved with construction contracts. State Directors, Program Directors, State Architects and Engineers, Rural Development Managers, and Community Development Managers need to be aware of the requirements of neutrality on the part of the government in these E.O.s. Any Agency employee who reviews or concurs in construction contracts and any grantee performing this action for the Agency must be aware of the requirements of these E.O.s.

E.O. 13202 and E.O. 13208 define "construction contract" as "any contract for the construction, rehabilitation, alteration, conversion, extension, or repair of buildings, highways, or other improvements to real property." This covers properties financed under the Single Family

EXPIRATION DATE: October 31, 2002

FILING INSTRUCTIONS:
Administrative/Others

Housing, Multifamily Housing, or Community Programs of the Rural Housing Service. The E.O.s were issued to:

- 1) promote and ensure open competition on Federal and federally funded or assisted construction projects;
- 2) maintain Government neutrality towards Government contractors' labor relations on Federal and federally funded or assisted construction projects;
- 3) reduce construction costs to the Federal Government and to the taxpayers;
- 4) expand job opportunities, especially for small and disadvantaged businesses; and
- 5) prevent discrimination against Government contractors or their employees based upon labor affiliation or lack thereof.

Section 1 of E.O. 13202 states that the Federal Government will neither require nor prohibit bidders, contractors, or subcontractors from having agreements with labor organizations. The Federal Government shall remain neutral on such issues if they appear in contract documents. Grantees acting on behalf of the Federal Government will react likewise – neither requiring nor prohibiting language in contract documents on affiliations with labor organizations. This applies to all contracts awarded after February 17, 2001. The Federal Acquisition Regulations 36.202(d) implements Executive Orders as a part of contracting with the Federal government.

Section 2 notes that contracts awarded prior to the above date will not be affected.

Section 3 provides that the requirements of the E.O.s will apply to grants, financial assistance, and cooperative agreements, and that no contract documents for construction awarded after February 17, 2001 by recipients of federal grants, financial assistance, or under a cooperative agreement will contain any of the requirements or prohibitions set forth in Section 1.

Section 4 states that any grantee or recipient of grants or federal assistance who performs in a manner contrary to the Executive Order will be dealt with in a manner “consistent with law and regulation.” For the Rural Housing Service, this could include voiding the grant.

Section 5 notes that the head of an executive agency may exempt contracts under special circumstances. For the Rural Housing Service, the “head of an executive agency” is the Secretary of Agriculture. The definition of “labor organization” includes unions and any group representing employees.

Attached is a copy of E.O. 13202 as published in the Federal Register, February 22, 2001 and E.O. 13208 as published in the Federal Register, April 11, 2001.

Please address any questions on this AN to Larry B. Fleming, Architect at (202) 720-8547 or Baxter Hill, Technical Support Branch Chief at (202) 720-1499, Rural Housing Service.

Attachments

Documents

Executive Order 13202 of February 17, 2001

Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects

By the authority vested in me as President by the Constitution and laws of the United States of America, including the Federal Property and Administrative Services Act, 40 U.S.C. 471 *et seq.*, and in order to (1) promote and ensure open competition on Federal and federally funded or assisted construction projects; (2) maintain Government neutrality towards Government contractors' labor relations on Federal and federally funded or assisted construction projects; (3) reduce construction costs to the Federal Government and to the taxpayers; (4) expand job opportunities, especially for small and disadvantaged businesses; and (5) prevent discrimination against Government contractors or their employees based upon labor affiliation or lack thereof; thereby promoting the economical, nondiscriminatory, and efficient administration and completion of Federal and federally funded or assisted construction projects, it is hereby ordered that:

Section 1. To the extent permitted by law, any executive agency awarding any construction contract after the date of this order, or obligating funds pursuant to such a contract, shall ensure that neither the awarding Government authority nor any construction manager acting on behalf of the Government shall, in its bid specifications, project agreements, or other controlling documents:

(a) Require or prohibit bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations, on the same or other related construction project(s); or

(b) Otherwise discriminate against bidders, offerors, contractors, or subcontractors for becoming or refusing to become or remain signatories or otherwise to adhere to agreements with one or more labor organizations, on the same or other related construction project(s).

(c) Nothing in this section shall prohibit contractors or subcontractors from voluntarily entering into agreements described in subsection (a).

Sec. 2. Contracts awarded before the date of this order, and subcontracts awarded pursuant to such contracts, whenever awarded, shall not be governed by this order.

Sec. 3. To the extent permitted by law, any executive agency issuing grants, providing financial assistance, or entering into cooperative agreements for construction projects, shall ensure that neither the bid specifications, project agreements, nor other controlling documents for construction contracts awarded after the date of this order by recipients of grants or financial assistance or by parties to cooperative agreements, nor those of any construction manager acting on their behalf, shall contain any of the requirements or prohibitions set forth in section 1(a) or (b) of this order.

Sec. 4. In the event that an awarding authority, a recipient of grants or financial assistance, a party to a cooperative agreement, or a construction manager acting on behalf of the foregoing, performs in a manner contrary to the provisions of sections 1 or 3 of this order, the executive agency awarding the contract, grant, or assistance shall take such action, consistent with law and regulation, as the agency determines may be appropriate.

Sec. 5. (a) The head of an executive agency may exempt a particular project, contract, subcontract, grant, or cooperative agreement from the requirements of any or all of the provisions of sections 1 and 3 of this order, if the agency head finds that special circumstances require an exemption in order to avert an imminent threat to public health or safety or to serve the national security.

(b) A finding of “special circumstances” under section 5(a) may not be based on the possibility or presence of a labor dispute concerning the use of contractors or subcontractors who are nonsignatories to, or otherwise do not adhere to, agreements with one or more labor organizations, or concerning employees on the project who are not members of or affiliated with a labor organization.

Sec. 6. (a) The term “construction contract” as used in this order means any contract for the construction, rehabilitation, alteration, conversion, extension, or repair of buildings, highways, or other improvements to real property.

(b) The term “executive agency” as used in this order shall have the same meaning it has in 5 U.S.C. 105, excluding the General Accounting Office.

(c) The term “labor organization” as used in this order shall have the same meaning it has in 42 U.S.C. 2000e(d).

Sec. 7. With respect to Federal contracts, within 60 days of the issuance of this order, the Federal Acquisition Regulatory Council shall take whatever action is required to amend the Federal Acquisition Regulation in order to implement the provisions of this order.

Sec. 8. As it relates to project agreements, Executive Order 12836 of February 1, 1993, which, among other things, revoked Executive Order 12818 of October 23, 1992, is revoked.

Sec. 9. The Presidential Memorandum of June 5, 1997, entitled “Use of Project Labor Agreements for Federal Construction Projects” (the “Memorandum”), is also revoked.

Sec. 10. The heads of executive departments and agencies shall revoke expeditiously any orders, rules, regulations, guidelines, or policies implementing or enforcing the Memorandum or Executive Order 12836 of February 1, 1993, as it relates to project agreements, to the extent consistent with law.

Sec. 11. This order is intended only to improve the internal management of the executive branch and is not intended to, nor does it, create any right to administrative or judicial review, or any right, whether substantive or procedural, enforceable by any party against the United States, its agencies or instrumentalities, its officers or employees, or any other person.

THE WHITE HOUSE,
February 17, 2001

Federal Register

Vol. 66, No. 70

Wednesday, April 11, 2001

Title 3—

The President

Presidential Documents

Executive Order 13208 of April B, 2001

Amendment to Executive Order 13202, Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Federal Property and Administrative Services Act, 40 U.S.C. 471 *et seq.*, and in order to (1) promote and ensure open competition on Federal and federally funded or assisted construction projects; (2) maintain Government neutrality towards Government contractors' labor relations on Federal and federally funded or assisted construction projects; (3) reduce construction costs to the Federal Government and to the tax payers; (4) expand job opportunities, especially for small and disadvantaged businesses; (5) prevent discrimination against Government contractors or their employees based upon labor affiliation or lack thereof; and (6) prevent the inefficiency that may result from the disruption of a previously established contractual relationship in particular cases; thereby promoting the economical, nondiscriminatory, and efficient administration and completion of Federal and federally funded or assisted construction projects, it is hereby ordered that Executive Order 13202 of February 17, 2001, is amended by adding to section 5 of that order the following new subsection:

- (c) The head of an executive agency, upon application of an awarding authority, a recipient of grants or financial assistance, a party to a cooperative agreement, or a construction manager acting on behalf of the foregoing, may exempt a particular project from the requirements of any or all of the provisions of sections 1 and 3 of this order, if the agency head finds: (i) that the awarding authority, recipient of grants or financial assistance, party to a cooperative agreement, or construction manager acting on behalf of the foregoing had issued or was a party to, as of the date of this order, bid specifications, project agreements, agreements with one or more labor organizations, or other controlling documents with respect to that particular project, which contained any of the requirements or prohibitions set forth in sections 1(a) or (b) of this order; and (ii) that one or more construction contracts subject to such requirements or prohibitions had been awarded as of the date of this order.

THE WHITE HOUSE,
April 6, 2001.

[FR floc. 01—9086

Filed 4—10—01; 8:45 am]

Billing code 3195-01—F

October 23, 2001

SUBJECT: Interest Rate Changes for Housing Programs
and Credit Sales (Nonprogram)

TO: Rural Development State Directors
Rural Development Managers
and Community Development Managers

ATTN: Rural Housing, Program Director

The following interest rate, effective November 1, 2001, is changed as follows:

<u>Loan Type</u>	<u>Existing Rate</u>	<u>New Rate</u>
ALL LOAN TYPES		
Treasury Judgement Rate	3.440%	2.490%

The Department of Treasury, working with Congress has eliminated the auction of the 52-week bill. The Treasury Judgement rate therefore is no longer based on this auction. The Treasury Judgement rate is now based on the weekly average 1-year Constant Maturity Treasury (CMT) yield. The rate is published by the Federal Reserve System, Board of Governors. The current rate shown above is as of the week ending 9/28/01. The actual judgement rate that will be used will be the rate for the calendar week preceding the date the defendant becomes liable for interest.

EXPIRATION DATE:
November 30, 2001

FILING INSTRUCTIONS:
Administrative/Other Programs

This rate may be found by going to the Federal Reserve web site for the weekly average 1-year CMT yield (www.federalreserve.gov/releases/h15/data/wf/tcm1y.txt).

Please notify appropriate personnel of this interest rate information.

(Signed by James C. Alsop)

JAMES C. ALSOP
Acting Administrator
Rural Housing Service

Sent by Electronic Mail on 10-23-01 at 4:31 p.m. by PAD.

October 18, 2001

SUBJECT: FY 2002 Salaries and Benefits Allotment
and FY 2002 FTE Ceiling

TO: Rural Development State Directors

ATTN: Administrative Officers and Budget Staff

FY 2002 salaries and benefits (S&B) funds will be allotted on the same basis as FY 2001. The actual level of funding available will be determined by the amounts provided to Rural Development in its appropriation from Congress. Attached are the FTE level for your State for FY 2002 and instructions regarding S&B calculations needed in order to determine FY 2002 allotments.

Salaries and Benefits Allotment – Initial Allotment – Report Due November 2, 2001

The S&B portion of the field allotments will be based on the projections from each State's CADI S&B module. Each State will run their own S&B projection based on the full employment level (ceiling), including vacancies. These projections must be run in October after pay period (PP) 20 is posted, and should include straight salaries and benefits costs only. Discretionary costs, such as cash awards, overtime, relocation, lump sum payments, etc., should not be included in either of the projections. Each State Director will sign the reports prior to sending them to the Budget Division. All reports are due to the Budget Division by close of business on November 2, 2001. If a State does not meet the November 2 deadline, the Budget Division will develop the S&B projection for that State. Please refer to Attachment A, Reports Required for Initial Allotment, for specific instructions in generating the required reports.

The Budget Division will generate Brio reports, FFIS printouts, and CADI S&B reports to validate the projections on the reports. Upon receipt of the reports, selected State staff will analyze the reports and consult with States concerning any major discrepancies. The Budget Division will aim to have all allotments distributed to the Field by the end of November, if we have received an appropriation.

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

Pay Increase/Locality Pay Allotment – Report Due February 8, 2002

Funding for the FY 2002 pay raise will be distributed after the raise takes effect at the beginning of the calendar year. In order to show the true effect of the pay raise, each State must run their S&B projection modules based on the full employment level for PP01 for straight salaries and benefits only. Discretionary costs, such as cash awards, overtime, relocation, lump sum payments, etc., should not be included in the projections. This report should be signed off by the State Director and sent to the Budget Division for receipt by February 8, 2002. The difference between the Initial Allotment and the S&B reports after the pay increase/locality pay is effective is the amount of the increase due to each state for the pay increase/locality pay allotment costs. The Budget Division will determine the necessary adjustment for any states not submitting their projections by the deadline. The Budget Division will aim to distribute allotment increases by March 4, 2002. Please refer to Attachment B, Reports Required for Pay Increase/Locality Pay Allotment, for specific instructions in generating the required reports.

General Support Funds

General support funds will be distributed on a per FTE basis using the FTE ceiling and will include lease costs. The amount per FTE is yet to be determined and is dependent on the amount of our final appropriation.

Unplanned Promotions

States will cover these costs from allotted funds.

EEO Settlements

States are responsible for EEO settlement costs up to 5 percent of allotted general support funds. It is recommended that States set aside 2 to 5 percent for these purposes. States may request assistance from the National Office if settlement costs exceed 5 percent. You are reminded that settlements of \$25,000 and larger must be reviewed by the Department.

Lump Sum Payments

Funds will not be provided in the allotments for lump sum payments for unused annual leave or severance pay for former employees. The National Office will review the monthly NFC reports and will automatically reimburse States quarterly for charges incurred for these items quarterly. Reimbursements of less than \$100 will not be made until the cumulative quarterly total exceeds \$100.

If you have any questions regarding the required reports and/or printouts, please contact Sylvia Booth at 202-692-0127 or Ann Dill, Director of the Budget Division at 202-692-0122.

(Signed by Michael E. Neruda)

MICHAEL E. NERUDA
Deputy Under Secretary
Rural Development

Attachments: FY 2002 FTE Ceiling
Attachment A – Reports Required for Initial Allotment
State Initial Allotment – Spreadsheet for Input
Attachment B – Reports Required for Pay Increase/Locality Pay Allotment
State Pay Increase – Spreadsheet for Input
Sample Spreadsheet

Sent by electronic mail on 10/18/01 at 2:25 p.m. by BD. State Directors should advise other personnel as appropriate.

RURAL DEVELOPMENT
FY 2002 STATE FTE CEILING

State	Total FTE Ceiling
ALABAMA	139.00
ALASKA	38.00
ARIZONA	71.00
ARKANSAS	159.00
CALIFORNIA	150.00
COLORADO	62.00
DELAWARE1MARY LAND	62.00
FLORIDAIVIRGIN ISLANDS	130.00
GEORGIA	163.00
HAWAII	59.00
IDAHO	75.00
ILLINOIS	133.00
INDIANA	110.00
IOWA	136.00
KANSAS	76.00
KENTUCKY	141.00
LOUISIANA	126.00
MAINE	95.00
MASSACHUSETTSICT/RI	67.00
MICHIGAN	141.00
MINNESOTA	124.00
MISSISSIPPI	242.00
MISSOURI	166.00
MONTANA	57.00
NEBRASKA	74.00
NEVADA	30.00
NEW JERSEY	57.00
NEW MEXICO	58.00
NEW YORK	132.00
NORTH CAROLINA	215.00
NORTH DAKOTA	62.00
OHIO	123.00
OKLAHOMA	101.00
OREGON	82.00
PENNSYLVANIA	125.00
PUERTO RICO	108.00
SOUTH CAROLINA	144.00
SOUTH DAKOTA	78.00
TENNESSEE	165.00
TEXAS	212.00
UTAH	51.00
VERMONTNEW HAMPSHIRE	68.00
VIRGINIA	133.00
WASHINGTON	83.00
WEST VIRGINIA	87.00
WISCONSIN	117.00

WYOMING	45.00
RD STATE TOTAL	5,072.00

ATTACHMENT A
REPORTS REQUIRED FOR INITIAL ALLOTMENT
REPORTS DUE BY NOVEMBER 2, 2001

In order for the National Office to provide Initial State Allotments, all States must generate and submit the following documents to the Budget Division by November 2, 2001.

1. Full Employment Level (Ceiling) Including Vacancies Report. Generate a CASF70, Detail Payments Report, which reflects ACTUALS through Pay Period 20 for actual on-board employment AND projections for vacancies. States must include Pages 1-A through all A's and B's. Also, States should include CASF70-3, Detail Employee Data and Activity Details, and CASF70-4, Anticipated Actions Included In Projection. States should generate and print the projection reports no earlier than October 29 and no later than November 2, 2001.

a. Enter career ladder promotions. Unplanned promotions remain the responsibility of the State.

- b. Projection for State Director Position: If the State Director does not show on your report, project a ZVACANT (last name), State Director (first name), at GS-15, Step 05, coming on board effective December 30, 2001, in the CASF70 Report by using the ADD function for the S&B Module. If the State has been notified by the National Office of an earlier or later reporting date for the State Director, please enter that date in your projections.

- c. Projection of Vacant Positions: If States have VACANT positions, they must project filling of vacancies by using the ADD function in the S&B Module. Vacant positions should be entered with "ZVACANT" as the last name and the position/location; i.e., ClerkSacramento, as the first name. This will allow easy identification by the Task Force members. Vacant positions should be projected at Step 01.

2. To verify lump sum amounts, overtime, and cash awards, each State must provide a screen print from the ALLT screens in FFIS for object classes 1183, 1170, and 1152 and attach to the CASF70 reports listed above. Please note there may be a screen for each ORG unit; i.e., R1200, R1201. Therefore, print each ALLT screen for all object classes listed above and provide ONE total on the spreadsheet. States must also enter QSI information (any effective after October 1, 2001) on the spreadsheet under "5. Cash Awards & QSIs."
3. Each State should complete the attached spreadsheet, state-initial.xls, and provide the printed results in their submission. In addition, each State should email the state-initial.xls (changed to their State name; i.e., ID-initial.xls) spreadsheet to Sylvia Booth at sylvia.booth@usda.gov. The spreadsheet must be emailed no later than November 2, 2001. Also, to assist States, a sample spreadsheet entitled "SAMPLE SPREADSHEET", and named SAMPLE.xls is included for additional guidance.

Please note the data required for state-initial.xls is very detailed. The “blue highlighted blocks” indicate areas where States should input appropriate information or data. Some blocks may be blank. If the information for States cannot fit on the lines provided in the spreadsheet, States should state under Col. 1 to “see attached list” and enter a total amount in the Col. 2 and Col. 3 areas. States should attach a list providing detailed information for those areas that cannot fit in the blocks under Col. 1, Col. 2, and Col 3. States will enter information directly from the CASF70 Reports and also provide information from the ALLT screens. States will only be funded for positions up to the authorized ceiling.

4. The enclosed Checklist for Submission should be completed by each State and submitted with all the required reports, lists (if appropriate), ALLT screens, and a printout of the spreadsheet. Make sure the checklist includes a Contact Person for your State, including the name, telephone number, fax number, and email address of the person who prepared the report and can answer questions from the Task Force members.
5. All submissions must be signed by the State Director and this can be accomplished on the bottom of the Checklist for Submission.

These projections will be the basis for determining the Initial Allotment for your State. A Task Force of State representatives will review the information submitted, verify accuracy and adherence to guidelines, and make a recommendation for the Initial Allotment by State to the Budget Division. States that do not comply with these instructions will have their Initial Allotment computed by the National Office.

REPORTS REQUIRED FOR **INITIAL** ALLOTMENT
REPORTS DUE BY NOVEMBER 2, 2001

CHECKLIST FOR SUBMISSION

ATTN: Sylvia Booth

States should complete and place this Checklist on top of all documents then fax the package to Sylvia Booth at 202-692-0126 no later than November 2, 2001. Note: The spreadsheet should also be emailed to Sylvia Booth at sylvia.booth@usda.gov no later than November 2, 2001.

State Name: _____ Spreadsheet File Name: _____ (i.e., ID-initial.xls)

State Contact Person: _____

Phone No: _____ Fax No: _____

Email Address for Contact Person: _____

Note: The State Task Force may call the State Contact Person the week of November 5 when the Task Force reviews the State submissions.

CHECK OFF ATTACHMENTS INCLUDED IN YOUR SUBMISSION

- _____ 1. Full Employment Level (Ceiling) Including Vacancies Report.
_____ CASF70, Detail Payments Report, Pages A-1 through all A's through B's
through
Pay Period 20. Projection reports were run no earlier than October 29 and no
later than
November 2, 2001.
_____ CASF70-3, Detail Employee Data and Activity Details
_____ CASF70-4, Anticipated Actions Included in Projection
- _____ 2. ALLT Screens for object classes 1183, 1170, and 1152 for all Org levels if
funds expended.
- _____ 3. Spreadsheet for State (should also be emailed to Sylvia Booth at
sylvia.booth@usda.gov) by November 2, 2001
- _____ 4. Submission must be signed off by State Director below.

Attached are the required reports for _____.
State Name

State Director

Date

A spreadsheet file (initial.xls) is being emailed to States to enter their information. States are also being provided with a sample (SAMPLE.xls) spreadsheet as a guide.

This attachment provides detailed guidance on completing state-initial.xls.

States should enter information in the spreadsheet where the “blue highlighted blocks” appear in Col. 1-3 under the “Description” and “State Submitted” areas. States should not enter information in any of the other areas. If additional space is needed, go to the “blue highlighted blocks” and state “see attached list” under Col 1 and place totals in Col 2. and Col. 3. Attach sheet detailing the information. If a State covers more than one State or region and there are separate CASF70, Detail Payments Reports, the State should provide a spreadsheet for each.

To determine the actual base initial allotment, other increases must be taken out. For example, subtract overtime, lump sum, cash awards, QSI's, or other deductions such as employees not associated to the State. Adds should occur for missing on-board staff not showing in the report, missed pay periods for some employees, and other unique issues.

The following provides line-by-line instructions for entering the information.

STATE: Enter State name and abbreviation; i.e., Idaho (ID).

FILE NAME: The spreadsheet state-initial.xls should be saved as a new name using the State two-digit abbreviation as the file name. For example, Idaho's spreadsheet should be saved as “ID-initial.xls” and emailed to sylvia.booth@usda.gov by November 2, 2001.

CASF70A/B Reports: Under Col.2, Full FTE Level, States should enter the value from the CASF70 report, under the STAFF YEARS column, at the end of the CASF70 report. Also enter the amount the projection report (CASF70) provides for the entire year under Col. 3, S&B Dollar Projection for Full-FTE Level. This number is found on the last page of the A's or B's report under the TOTAL column.

1. ADDS

1. **On-Board Staff Missing Entirely From Report:** If an on-board staff member is missing from your report for the year, enter the employee's last name under Col. 1, Description; enter the FTE usage amount under Col. 2, Full FTE Level (Note: Each pay period is approximately .04; therefore, enter the total amount of FTE usage for the employee for the YEAR.); enter the employee's salary for the pay periods missing plus add 25% for benefits under Col. 3. These should be positive numbers, DO NOT precede with minus signs.

2. **On-Board Staff Missing Pay Periods:** If only some pay periods are missing for an on-board employee, enter the information here. This may occur where some pay periods have been dropped in the S&B Module, but other pay periods appear. In this case, enter the employee's last name under Col. 1, Description; total the amount of FTE missing from the report for the employee and enter under Col. 2, Full FTE Level, the FTE usage amount for those pay periods; enter the employee's salary and benefits for the missing pay periods under Col. 3. States should use other pay periods in the report for the employee to compute the total dollars for the missing pay periods. Each pay period missing is .04 FTE usage; therefore, multiply .04 by the number of pay periods missing to arrive at the figure under Col. 2, Full FTE Level. These should be positive numbers, DO NOT precede with minus (-) signs.
3. **Other Adds (please specify):** If there are other additions which should occur, enter those here and provide a Col. 1, "Description" along with the proper entries for Col. 2 and Col. 3. These should be positive numbers, DO NOT precede with minus (-) signs.

A.SUBTRACTS

1. **Staff Not Associated To State:** Some States have employees appearing on their report that do not belong to their State. If so, they should list the employees last name under Col. 1, Description; enter the staff years associated with these employees under Col. 2, Full FTE Level; and enter the total amount shown on the projection report for salaries and benefits for the employee(s) under Col. 3, S&B Dollar Projection for Full-FTE Level. If States have multiple entries, they can enter a total for all employees for Col. 2 and Col. 3 and attach a listing of employees. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS (-) SIGN.
2. **Staff Above Ceiling Adjustments:** If your projection report shows that your State is above your ceiling for staff years, you will need to reduce the number of staff years to bring your State down to your authorized staff years. The initial allotment will only be provided for on-board and vacant positions at or below your staff year ceiling, not above. Therefore, enter information by employee last name under the Col. 1, "Description"; enter the associated staff year per employee under Col. 2, Full FTE Level; enter the total amount of salaries and benefits for the employee(s) in Col. 3. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS (-) SIGN.
3. **Overtime:** Enter S&B Dollar Projection for Full-FTE Level under Col. 3, enter all overtime dollars shown in ALLT for all your organizational units. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS (-) SIGN. Attach the ALLT screens for 1170 (1177 should roll up into 1170) to the printed spreadsheet with your submission.
4. **Lump Sum:** Enter the last name of employees for lump sum under Col. 1, Description. Also, under Col. 2, S&B Full FTE Level, enter a -.02 for EACH lump sum paid. For example, if lump sums were paid on two employees, enter -.04. Enter all lump sum dollars shown in ALLT for all your organizational units under Col. 3, S&B Dollar.

Projection for Full-FTE Level. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS

(-) SIGN. Attach the ALLT screens for 1183 to the printed spreadsheet with your submission.

5. **Cash Awards & QSI's:** Enter under Col. 1, Description, the last name of employees for cash awards and QSI's effective October 1, 2001 forward.

The QSI amount should be calculated for the cost of the QSI for the entire year in the projection. For example, if an employee received a QSI effective PP 20, from a Step 3 to Step 4, the QSI dollar amount would equal the difference between Step 3 and Step 4. If the QSI was later in the year, compute the costs only for those pay periods affected in the projection for the year. Enter this information under Col. 3, S&B Dollar Projection for Full-FTE Level. If States have multiple QSI's and Cash Awards, they should attach a list to the ALLT screens for 1152. The list should include last name of employee, effective pay period of QSI, dollar amount in projection report attributed to QSI.

For a cash award, list the employee name, the pay period it was effective, and the dollar amount on the list. States should then enter under Col. 1, Description, "See Attached List" and enter the total dollar amount under Col. 3. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS (-) SIGN. Attach the ALLT screens for 1183 to the printed spreadsheet along with a list of cash awards and QSI's if there are multiple awards.

6. **Other (please specify):** If there are other deductions which should occur, enter those here and provide a "Description" along with the proper entries for Col. 2 and Col. 3.
7. **AUTHORIZED STATE CEILING:** Enter your authorized State ceiling for FY 2002. This should be the number of staff years you were provided funding for from the National Office.

8. **(+ Under or – Over Ceiling):** No entry is required by the State; however, the block is in yellow on the screen for easy identification. A computation occurs on this line automatically to reflect if you are Under (a positive number will appear) or Over (a negative number will appear). If you are under your authorized staff-year ceiling, a computation will occur multiplying staff years under your ceiling by your average S&B (shown in G. Average S&B) to provide the additional dollars needed for full funding of all your staff years. *If you are over your authorized staff-year ceiling, a reduction will appear here. It is recommended that if it shows over your staff-year ceiling, that you return to “B. SUBTRACTS, 2. Staff Above Ceiling Adjustments” and enter data to adjust down to your staff-year ceiling.*
9. **Total Funding for FTE:** No entry is required by the State. This is the total funding needed based upon the adjustments from Sections A and B, under Col. 3.
10. **Projected Staff Years:** No entry is required by the State. This is computed based on figures entered in Sections A and B under Col. 2.
11. **Average S&B:** No entry is required by the State. This figure is computed automatically by dividing “E. Total Funding for FTE” by “F. Projected Staff Years.” It will appear as #DIV/0 on the spreadsheet until figures are entered in Sections A and B.
12. **Additional Funding to Reach Ceiling Full-FTE:** No entry is required by the State. This figure will be computed once the figure in G. Average S&B is entered by the Task Force. It will appear as #DIV/0 on the spreadsheet until figures are entered in Sections A and B.
13. **Total S&B Funding at Full FTE:** No entry is required by the State. This figure will be computed after the Average S&B is entered by the Task Force. It is the total of the figure in “E. Total Funding for FTE” and “H. Additional Funding to Reach Ceiling Full-FTE”. It will appear as #DIV/0 on the spreadsheet until figures are entered in Sections A and B.

STATE:		STATE PAY INCREASE - SPREADSHEET FOR INPUT					
FILE NAME:		STATE SUBMITTED INFORMATION			TASK FORCE RECOMMENDATION		
			Col. 2	Col. 3		Col. 4	Col. 5
Use: state-payincrease.xls				S&B Dollar			S&B Dollar
				Projection			Projection
Col. 1			Full	for		Full	for
Description			FTE	Full-FTE		FTE	Full-FTE
			Level	Level		Level	Level
CASF70 A/B Report Figures							
A. ADDS							
1. On-Board Staff Missing ENTIRELY from Report (detail below)							
2. On-Board Staff Missing Pay Periods (detail below)							
Jones, Joy							
Charles, Leroy							
3. Other Adds (detail below)							
B. SUBTRACTS							
1. Staff Not Associated to State precede with minus sign							
2. Staff Above Ceiling Adjustments precede with minus sign							
Diamond, Ardell							
3. Overtime - precede with minus sign - Attach ALLTs or Enter None							
4. Lump Sum - precede with minus sign - Attach ALLTs or Enter None							
Andrew, John							
5. Awards - precede with minus sign - Attach ALLTs or Enter None							
Cash - list below or attach list							
Nelson, John							
QSI's - list below or attach list							
Pearson, Ramond							
6. Other Subtracts - precede with minus sign - list below or attach list							
STATE AND TASK FORCE RECOM.			0.00	0		0.00	0
C. AUTH. STATE CEILING							
D. +Under or - Over Ceiling	0.00						

STATE:		STATE PAY INCREASE - SPREADSHEET FOR INPUT					
FILE NAME:		STATE SUBMITTED INFORMATION			TASK FORCE RECOMMENDATION		
			Col. 2	Col. 3		Col. 4	Col. 5
Use: state-payincrease.xls				S&B Dollar			S&B Dollar
				Projection			Projection
Col. 1			Full	for		Full	for
Description			FTE	Full-FTE		FTE	Full-FTE
			Level	Level		Level	Level
TASK FORCE INFORMATION							
E. Total Funding for FTE	0						
F. Projected Staff Years	0.00						
G. Avg S&B based above	#DIV/0!						
H. Additional Funding to Reach Ceiling Full FTE	#DIV/0!						
I. Total S&B Funding at Full FTE	#DIV/0!						
J. Minus Initial Allotment Received (w/o Pay Increase)							
K. Difference = Pay Increase, Health Benefits Increase	#DIV/0!						

ATTACHMENT B
REPORTS REQUIRED FOR PAY INCREASE/LOCALITY PAY ALLOTMENT
REPORTS DUE BY FEBRUARY 8, 2002

In order for the National Office to provide increases to initial State allotments for Pay Raises/Locality Pay, all States must generate and submit the following documents to the Budget Division by February 8, 2002.

1. Full Employment Level (Ceiling) Including Vacancies Report. Generate a CASF70, Detail Payments Report, which reflects ACTUALS through Pay Period 01 for actual on-board employment AND projections for vacancies. States must include Pages 1-A through all A's and B's. Also, States should include CASF70-3, Detail Employee Data and Activity Details, and CASF70-4, Anticipated Actions Included In Projection. States should generate and print the projection reports no earlier than February 4, 2002, and no later than February 8, 2002.
 - a. Enter career ladder promotions. Unplanned promotions remain the responsibility of the State.
 - b. Projection for State Director Position: If the State Director does not show on your report, project a ZVACANT (last name), State Director (first name), at GS-15, Step 05, coming on board effective December 30, 2001, in the CASF70 Report by using the ADD function for the S&B Module. If the State has been notified by the National Office of an earlier or later reporting date for the State Director, please enter that date in your projections.
 - c. Projection of Vacant Positions: If States have VACANT positions, they must project filling of vacancies by using the ADD function in the S&B Module. Vacant positions should be entered with "ZVACANT" as the last name and the position/location; i.e., ClerkSacramento, as the first name. This will allow easy identification by the Task Force members. Vacant positions should be projected at Step 01.
2. To verify lump sum amounts, overtime, and cash awards, each State must provide a screen print from the ALLT screens in FFIS for object classes 1183, 1170, and 1152 and attach to the CASF70 reports listed above. Please note there may be a screen for each ORG unit; i.e., R1200, R1201. Therefore, print each ALLT screen for all object classes listed above and provide ONE total on the spreadsheet. States must also enter QSI information (any effective after October 1, 2001) on the spreadsheet under "5. Cash Awards & QSIs."
3. Each State should complete the attached spreadsheet, state-payincrease.xls, and provide the printed results in their submission. In addition, each State should email the state-payincrease.xls (changed to their State name; i.e., ID-payincrease.xls) spreadsheet to Sylvia Booth at sylvia.booth@usda.gov. The spreadsheet must be emailed no later than February 8, 2002. Also, to assist States, a sample spreadsheet entitled "SAMPLE SPREADSHEET", and named SAMPLE.xls is included for additional guidance.

Please note the data required for state-payincrease.xls is very detailed. The “blue highlighted blocks” indicate areas where States should input appropriate information or data. Some blocks may be blank. If the information for States cannot fit on the lines provided in the spreadsheet, States should state under Col. 1 to “see attached list” and enter a total amount in the Col. 2 and Col. 3 areas. States should attach a list providing detailed information for those areas that cannot fit in the blocks under Col. 1, Col. 2, and Col. 3. States will enter information directly from the CASF70 Reports and also provide information from the ALLT screens. States will only be funded for positions up to the authorized ceiling.

4. The enclosed Checklist for Submission should be completed by each State and submitted with all the required reports, lists (if appropriate), ALLT screens, and a printout of the spreadsheet. Make sure the checklist includes a Contact Person for your State, including the name, telephone number, fax number, and email address of the person who prepared the report and can answer questions from the Task Force members.
5. All submissions must be signed by the State Director and this can be accomplished on the bottom of the Checklist for Submission.

These projections will be the basis for determining the increase to your initial Allotment to cover Pay Raises/Locality Pay for your State. A Task Force of State representatives will review the information submitted, verify accuracy and adherence to guidelines, and make a recommendation for the increase to initial Allotment due to Pay Increases/Locality Pay by State to the Budget Division. States that do not comply with these instructions will have their Initial Allotment computed by the National Office.

REPORTS REQUIRED FOR PAY INCREASE/LOCALITY PAY ALLOTMENT
REPORTS DUE BY FEBRUARY 8, 2002

CHECKLIST FOR SUBMISSION

ATTN: Sylvia Booth

States should complete and place this Checklist on top of all documents then fax the package to Sylvia Booth at 202-692-0126 no later than February 8, 2002. Note: The spreadsheet should also be emailed to Sylvia Booth at sylvia.booth@usda.gov no later than February 8, 2002.

State Name: _____ Spreadsheet File Name: _____ (i.e., ID-payincrease.xls)

State Contact Person: _____

Phone No: _____ Fax No: _____

Email Address for Contact Person: _____

Note: The State Task Force may call the State Contact Person the week of February 11, 2002, when the Task Force reviews the State submissions.

CHECK OFF ATTACHMENTS INCLUDED IN YOUR SUBMISSION

- _____ 1. Full Employment Level (Ceiling) Including Vacancies Report.
 - _____ CASF70, Detail Payments Report, Pages A-1 through all A's through B's through
 - _____ Pay Period 02. Projection reports were run no earlier than February 4 and no later than February 8, 2002.
 - _____ CASF70-3, Detail Employee Data and Activity Details
 - _____ CASF70-4, Anticipated Actions Included in Projection
- _____ 2. ALLT Screens for object classes 1183, 1170, and 1152 for all Org levels if funds expended.
- _____ 3. Spreadsheet for State (should also be emailed to Sylvia Booth at sylvia.booth@usda.gov) by February 8, 2002.
- _____ 4. Submission must be signed off by State Director below.

Attached are the required reports for _____.
State Name

State Director

Date _____

A spreadsheet file (payincrease.xls) is being emailed to States to enter their information. States are also being provided with a sample (SAMPLE.xls) spreadsheet as a guide.

This attachment provides detailed guidance on completing state-payincrease.xls.

States should enter information in the spreadsheet where the “blue highlighted blocks” appear in Col. 1-3 under the “Description” and “State Submitted” areas. States should not enter information in any of the other areas. If additional space is needed, go to the “blue highlighted blocks” and state “see attached list” under Col 1 and place totals in Col 2. and Col. 3. Attach sheet detailing the information. If a State covers more than one State or region and there are separate CASF70, Detail Payments Reports, the State should provide a spreadsheet for each.

To determine the actual increase due to Pay Raise/Locality Pay adjustments, other increases must be taken out. For example, subtract overtime, lump sum, cash awards, QSI’s, or other deductions such as employees not associated to the State. Adds should occur for missing on-board staff not showing in the report, missed pay periods for some employees, and other unique issues.

The following provides line-by-line instructions for entering the information.

STATE: Enter State name and abbreviation; i.e., Idaho (ID).

FILE NAME: The spreadsheet state-payincrease.xls should be saved as a new name using the State two-digit abbreviation as the file name. For example, Idaho’s spreadsheet should be saved as “ID-payincrease.xls” and emailed to sylvia.booth@usda.gov by February 8, 2001.

CASF70A/B Reports: Under Col.2, Full FTE Level, States should enter the value from the CASF70 report, under the STAFF YEARS column, at the end of the CASF70 report. Also enter the amount the projection report (CASF70) provides for the entire year under Col. 3, S&B Dollar Projection for Full-FTE Level. This number is found on the last page of the A’s or B’s report under the TOTAL column.

1. ADDS

1. **On-Board Staff Missing Entirely From Report:** If an on-board staff member is missing from your report for the year, enter the employee’s last name under Col. 1, Description; enter the FTE usage amount under Col. 2, Full FTE Level (Note: Each pay period is approximately .04; therefore, enter the total amount of FTE usage for the employee for the YEAR.); enter the employee’s salary for the pay periods missing plus add 25% for benefits under Col. 3. These should be positive numbers, DO NOT precede with minus signs.

2. **On-Board Staff Missing Pay Periods:** If only some pay periods are missing for an on-board employee, enter the information here. This may occur where some pay periods have been dropped in the S&B Module, but other pay periods appear. In this case, enter the employee's last name under Col. 1, Description; total the amount of FTE missing from the report for the employee and enter under Col. 2, Full FTE Level, the FTE usage amount for those pay periods; enter the employee's salary and benefits for the missing pay periods under Col. 3. States should use other pay periods in the report for the employee to compute the total dollars for the missing pay periods. Each pay period missing is .04 FTE usage; therefore, multiply .04 by the number of pay periods missing to arrive at the figure under Col. 2, Full FTE Level.
3. **Other Adds (please specify):** If there are other additions which should occur, enter those here and provide a Col. 1, "Description" along with the proper entries for Col. 2 and Col. 3. These should be positive numbers, DO NOT precede with minus (-) signs.

A.SUBTRACTS

1. **Staff Not Associated To State:** Some States have employees appearing on their report that do not belong to their State. If so, they should list the employees last name under Col. 1, Description; enter the staff years associated with these employees under Col. 2, Full FTE Level; and enter the total amount shown on the projection report for salaries and benefits for the employee(s) under Col. 3, S&B Dollar Projection for Full-FTE Level. If States have multiple entries, they can enter a total for all employees for Col. 2 and Col. 3 and attach a listing of employees. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS (-) SIGN.
2. **Staff Above Ceiling Adjustments:** If your projection report shows that your State is above your ceiling for staff years, you will need to reduce the number of staff years to bring your State down to your authorized staff years. The increase to your initial allotment for pay raises/locality pay will only be provided for on-board and vacant positions at or below your staff year ceiling, not above. Therefore, enter information by employee last name under the Col. 1, "Description"; enter the associated staff year per employee under Col. 2, Full FTE Level; enter the total amount of salaries and benefits for the employee(s) in Col. 3. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS (-) SIGN.
3. **Overtime:** Enter S&B Dollar Projection for Full-FTE Level under Col. 3, enter all overtime dollars shown in ALLT for all your organizational units. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS (-) SIGN. Attach the ALLT screens for 1170 (1177 should roll up into 1170) to the printed spreadsheet with your submission.
4. **Lump Sum:** Enter the last name of employees for lump sum under Col. 1, Description. Also, under Col. 2, S&B Full FTE Level, enter a -.02 for EACH lump sum paid. For example, if lump sums were paid on two employees, enter -.04. Enter all lump sum dollars shown in ALLT for all your organizational units under Col. 3, S&B Dollar.

Projection for Full-FTE Level. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS (-) SIGN. Attach the ALLT screens for 1183 to the printed spreadsheet with your submission.

5. **Cash Awards & QSI's:** Enter under Col. 1, Description, the last name of employees for cash awards and QSI's effective October 1, 2001 forward.

The QSI amount should be calculated for the cost of the QSI for the entire year in the projection. For example, if an employee received a QSI effective PP 20, from a Step 3 to Step 4, the QSI dollar amount would equal the difference between Step 3 and Step 4. If the QSI was later in the year, compute the costs only for those pay periods affected in the projection for the year. Enter this information under Col. 3, S&B Dollar Projection for Full-FTE Level. If States have multiple QSI's and Cash Awards, they should attach a list to the ALLT screens for 1152. The list should include last name of employee, effective pay period of QSI, dollar amount in projection report attributed to QSI.

For a cash award, list the employee name, the pay period it was effective, and the dollar amount on the list. States should then enter under Col. 1, Description, "See Attached List" and enter the total dollar amount under Col. 3. NOTE: THESE ENTRIES SHOULD BE PRECEDED WITH A MINUS (-) SIGN. Attach the ALLT screens for 1183 to the printed spreadsheet along with a list of cash awards and QSI's if there are multiple awards.

6. **Other (please specify):** If there are other deductions which should occur, enter those here and provide a "Description" along with the proper entries for Col. 2 and Col. 3.
7. **AUTHORIZED STATE CEILING:** Enter your authorized State ceiling for FY 2002. This should be the number of staff years you were provided funding for from the National Office.

8. **(+ Under or – Over Ceiling):** No entry is required by the State; however, the block is in yellow on the screen for easy identification. A computation occurs on this line automatically to reflect if you are Under (a positive number will appear) or Over (a negative number will appear). If you are under your authorized staff-year ceiling, a computation will occur multiplying staff years under your ceiling by your average S&B (shown in G. Average S&B) to provide the additional dollars needed for full funding of all your staff years. *If you are over your authorized staff-year ceiling, a reduction will appear here. It is recommended that if it shows over your staff-year ceiling, that you return to “B. SUBTRACTS, 2. Staff Above Ceiling Adjustments” and enter data to adjust down to your staff-year ceiling.*
9. **Total Funding for FTE:** No entry is required by the State. This is the total funding needed based upon the adjustments from Sections A and B, under Col. 3.
10. **Projected Staff Years:** No entry is required by the State. This is computed based on figures entered in Sections A and B under Col. 2.
11. **Average S&B:** No entry is required by the State. This figure is computed automatically by dividing “E. Total Funding for FTE” by “F. Projected Staff Years.” It will appear as #DIV/0 on the spreadsheet until figures are entered in Sections A and B.
12. **Additional Funding to Reach Ceiling Full-FTE:** No entry is required by the State. This figure will be computed once the figure in G. Average S&B is entered by the Task Force. It will appear as #DIV/0 on the spreadsheet until figures are entered in Sections A and B.
13. **Total S&B Funding at Full FTE:** No entry is required by the State. This figure will be computed after the Average S&B is entered by the Task Force. It is the total of the figure in “E. Total Funding for FTE” and “H. Additional Funding to Reach Ceiling Full-FTE”. It will appear as #DIV/0 on the spreadsheet until figures are entered in Sections A and B.
14. **Minus Allotment Already Received (w/o Pay Increase):** Entry is required by the State. States should enter the amount of the initial allotment received from the National Office for FY 2002.
15. **Difference = Pay Increase, Health Benefits Increases:** No entry is required by the State. This figure will be computed by subtracting “I. Total S&B Funding at Full FTE” from “J. Minus Allotment Already Received (w/o Pay Increase).” It will appear as #DIV/0 on the spreadsheet until figures are entered in Sections A and B.

STATE:	Idaho (ID)	SAMPLE SPREADSHEET							
FILE NAME:	ID.xls	STATE SUBMITTED INFORMATION			TASK FORCE RECOMMENDATION				
		Col. 2	Col. 3		Col. 4	Col. 5			
			S&B Dollar			S&B Dollar			
			Projection			Projection			
Col. 1		Full	for		Full	for			
Description		FTE	Full-FTE		FTE	Full-FTE			
		Level	Level		Level	Level			
CASF70 A/B Report Figures		159.52	9,228,435		159.52	9,228,435			
A. ADDS									
1. On-Board Staff Missing ENTIRELY from Report (detail below)									
2. On-Board Staff Missing Pay Periods (detail below)									
Jones, Joy		0.08	4,896		0.08	4,896			
Charles, Leroy		0.04	1,333		0.04	1,333			
3. Other Adds (detail below)									
B. SUBTRACTS									
1. Staff Not Associated to State precede with minus sign									
2. Staff Above Ceiling Adjustments precede with minus sign									
Diamond, Ardell		-0.64	-17,760		-0.64	-17,760			
3. Overtime - precede with minus sign - Attach ALLTs or Enter None									
			-807			-807			
4. Lump Sum - precede with minus sign - Attach ALLTs or Enter None									
Andrew, John		-0.02	-3,400		-0.02	-3,400			
5. Awards - precede with minus sign - Attach ALLTs or Enter None									
Cash - list below or attach list									
Nelson, John			-1,600			-1,600			
QSI's - list below or attach list									
Pearson, Ramond			-1,284			-1,284			
6. Other Subtracts - precede with minus sign - list below or attach list									
STATE AND TASK FORCE RECOM.		158.98	9,209,813		158.98	9,209,813			
C. AUTH. STATE CEILING	159								
D. +Under or - Over Ceiling	0.02								

STATE:	Idaho (ID)	SAMPLE SPREADSHEET					
FILE NAME:	ID.xls	STATE SUBMITTED INFORMATION			TASK FORCE RECOMMENDATION		
			Col. 2	Col. 3		Col. 4	Col. 5
				S&B Dollar			S&B Dollar
				Projection			Projection
Col. 1			Full	for		Full	for
Description			FTE	Full-FTE		FTE	Full-FTE
			Level	Level		Level	Level
TASK FORCE INFORMATION							
E. Total Funding for FTE	9,209,813						
F. Projected Staff Years	158.98						
G. Avg S&B based above	57,931						
H. Additional Funding to Reach Ceiling Full FTE	1,159						
I. Total S&B Funding at Full FTE	9,210,972						
J. Minus Initial Allotment Received (w/o Pay Increase)	9,110,500						
K. Difference = Pay Increase, Health Benefits Increase	100,472						

STATE:		STATE INITIAL ALLOTMENT - SPREADSHEET FOR INPUT				
FILE NAME:		STATE SUBMITTED INFORMATION		TASK FORCE RECOMMENDATION		
		Col. 2	Col. 3	Col. 4	Col. 5	
Use: state-initial.xls			S&B Dollar		S&B Dollar	
			Projection		Projection	
Col. 1		Full	for	Full	for	
Description		FTE	Full-FTE	FTE	Full-FTE	
		Level	Level	Level	Level	
CASF70 A/B Report Figures						
A. ADDS						
1. On-Board Staff Missing ENTIRELY from Report (detail below)						
2. On-Board Staff Missing Pay Periods (detail below)						
Jones, Joy						
Charles, Leroy						
3. Other Adds (detail below)						
B. SUBTRACTS						
1. Staff Not Associated to State precede with minus sign						
2. Staff Above Ceiling Adjustments precede with minus sign						
Diamond, Ardell						
3. Overtime - precede with minus sign - Attach ALLTs or Enter None						
4. Lump Sum - precede with minus sign - Attach ALLTs or Enter None						
Andrew, John						
5. Awards - precede with minus sign - Attach ALLTs or Enter None						
Cash - list below or attach list						
Nelson, John						
QSI's - list below or attach list						
Pearson, Ramond						
6. Other Subtracts - precede with minus sign - list below or attach list						
STATE AND TASK FORCE RECOM.		0.00	0	0.00	0	
C. AUTH. STATE CEILING						
D. +Under or - Over Ceiling	0.00					

STATE:		STATE INITIAL ALLOTMENT - SPREADSHEET FOR INPUT					
FILE NAME:		STATE SUBMITTED INFORMATION			TASK FORCE RECOMMENDATION		
			Col. 2	Col. 3		Col. 4	Col. 5
Use: state-initial.xls				S&B Dollar			S&B Dollar
				Projection			Projection
Col. 1			Full	for		Full	for
Description			FTE	Full-FTE		FTE	Full-FTE
			Level	Level		Level	Level
TASK FORCE INFORMATION							
(No Input Required by States)							
E. Total Funding for FTE	0						
F. Projected Staff Years	0.00						
G. Avg S&B based above	#DIV/0!						
H. Additional Funding to Reach Ceiling Full FTE	#DIV/0!						
I. Total S&B Funding at Full FTE	#DIV/0!						

**DUE TO HUMAN RESOURCES
BY DECEMBER 7, 2001**

October 12, 2001

SUBJECT: United States Department of Agriculture's
56th Secretary's Honor Awards Program

TO: National Office Officials, RHS/RBS/RUS
Rural Development State Directors

The Rural Development Mission Area has been invited to submit nominations for next year's Department of Agriculture's (USDA) 56th Secretary's Honor Awards Program.

Attached are the Honor Awards categories for nominating individuals, teams, and groups for the 56th Secretary's Honor Awards program. The Honor Awards' categories support the goals of the Secretary which include: (1) Expanding economic trade opportunities for agricultural producers; (2) Promoting health by providing access to safe, affordable, and nutritious food; (3) Maintaining and enhancing the Nation's natural resources and environment; (4) Enhancing the capacity of all rural residents, communities, and businesses to prosper; (5) Operating an efficient, effective, and discrimination-free organization; and (6) Heroism and Emergency Response. These six categories have been identified as strategic goals for USDA policies and programs.

The AD-495, Honor Award Nomination Form (dated 9/00), which includes instructions for submitting nominations, can be obtained through the following sources:

1. Beltsville Service Center, Consolidated Forms and Publications Distribution Center, 6351 Ammendale Road, Beltsville, Maryland 20705.
2. Internet: www.hqnet.usda.gov/ocio/irm/forms/download/ad-495.doc
3. Form Flow Filler software by Jet Forms.

If you have any nominations, please send them to the following address:

Assistant Administrator for Human Resources
USDA/Rural Development
Ag Box 0730
Washington, D.C. 20250-0730
Attention: Junius Scott

EXPIRATION DATE:
March 31, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

Ten copies of your nomination(s) must be received at the above address by December 7, 2001, to allow the Administrators or Under Secretary time to select the final nominees. When submitting your nomination for individual awards, please send **three 5" x 7" black and white glossy photographs with your nomination**. For group award nominations, please send **three color slides** of the entire group with your nomination. **Please follow the attached instructions fully when preparing your nominations.**

If you have any questions, please call Mr. Scott on (202) 692-0199.

(Signed by Diana Shermeyer)

TIMOTHY J. RYAN
Assistant Administrator
for Human Resources

Attachment

SECRETARY'S HONOR AWARDS CATEGORIES

EXPANDING ECONOMIC AND TRADE OPPORTUNITIES FOR UNITED STATES AGRICULTURAL PRODUCERS

1. This category recognizes those who demonstrate an outstanding level of accomplishment by providing fair, cost-effective and efficient farm income support programs to help ensure long-term income stability for farmers and ranchers; assisting United States agricultural producers to manage risks effectively; and, expanding market opportunities to United States agricultural producers.

2. **PROMOTING HEALTH BY PROVIDING ACCESS TO SAFE, AFFORDABLE, AND NUTRITIOUS FOOD**

This category recognizes those who demonstrate an outstanding commitment to reducing hunger and improving nutrition with targeted nutrition assistance; reducing the incidence of foodborne illness and ensuring that commercial supplies are safe and wholesome; and, promoting better nutrition, health, and well-being through nutrition education, promotion, and research.

3. **MAINTAINING AND ENHANCING THE NATION'S NATURAL RESOURCES AND ENVIRONMENT**

This category recognizes contributions supporting the productive capacity of the natural resource base for future generations; protecting the quality of the environment; and, providing multiple benefits to people from the Nation's forests and rangelands (which includes greening the Government through leadership in environmental management).

4. **ENHANCING THE CAPACITY OF ALL RURAL RESIDENTS. COMMUNITIES. AND BUSINESSES TO PROSPER**

This category recognizes contributions which support enhancing job opportunities in rural communities and, improving the standard of living for rural residents; and, ensuring the neediest rural residents and communities have access to the technical assistance needed to be successful and equal access to USDA credit programs.

5. **OPERATING AN EFFICIENT. EFFECTIVE. AND DISCRIMINATION-FREE ORGANIZATION**

This category recognizes those who, over time, consistently demonstrate an outstanding level of accomplishment in furthering the mission of USDA through providing high quality and convenient service; ensuring effective and efficient management of human capital; ensuring that USDA policies, practices and programs provide fair and equitable

service and enforce the civil rights of all USDA employees and customers; improving financial management and reporting; strengthening the management of information technology utilizing best practices and innovative solutions that will enable efficient and effective means in the delivery of Department programs and services; and, ensuring USDA facilities are maintained and operated in a safe, cost-effective and efficient manner.

6. HEROISM AND EMERGENCY RESPONSE

This category recognizes USDA employees who perform acts of unusual selflessness or heroism in the line of duty. This category also recognizes those who demonstrate an outstanding level of accomplishment in responding to floods, fires, storms, earthquakes, disease outbreaks, or other conditions requiring emergency response.

IN MAKING NOMINATIONS, AGENCIES MUST GIVE EQUAL CONSIDERATION TO ALL EMPLOYEES REGARDLESS OF DUTY STATION OR GRADE LEVEL AGENCIES MUST ALSO ENSURE THAT NOMINATIONS ARE NONDISCRIMINATORY FROM THE STANDPOINT OF RACE, COLOR, NATIONAL ORIGIN, GENDER, RELIGION, AGE, DISABILITY, POLITICAL BELIEFS, SEXUAL ORIENTATION, AND MARITAL OR FAMILY STATUS.

October 11, 2001

TO: Rural Development
State Directors

ATTENTION: Rural Housing Program Directors,
Program Loan Cost Coordinators and
Contract Program Managers

FROM: James C. Alsop *(Signed by James C. Alsop)*
Acting Administrator
Rural Housing Service

SUBJECT: Program Loan Cost Expense Funds
FY 2002 Allocations and Requirements
Under the Credit Reform Act of 1990

The Office of Management and Budget (OMB) has approved this year's apportionment of **recoverable** Direct Loan Financing and Liquidating Program Loan Cost Expense (PLCE) funds for the Rural Housing Service (RHS). Your State's **annual** FY 2002 PLCE fund allocations for the Direct Loan Financing and Liquidating Accounts are provided in Attachment 1. The Direct Loan Financing allocations include your **annual** funding for recoverable mortgage credit bureau reports. Your State's recoverable fund allocations are based on the number of existing 502 Direct loans and 515 projects in your State.

All PLCE funds required in the Community Facilities Program are held in the National Office. Funding for Community Facilities PLCEs should be requested by completing and faxing Attachment 2 to Crystal Lowe at (202) 690-0471.

Attachment 1 also lists your State's Salaries and Expense Account ("A" funds) initial allocation for FY 2002, under the current Continuing Resolution through October 16, 2001. We will advise you when additional funds in this Account have been authorized for your use. This year's non-recoverable PLCE funds are only authorized for infile credit bureau reports, Multi-Family Housing (MFH) appraisals, MFH cost certifications, MFH market studies, Single-Family Housing (SFH) and MFH wage match, SFH bankruptcy fees, SFH mortgage releases, SFH inventory property inspections, and SFH and MFH lead based paint testing expenses. No other uses of non-recoverable PLCE funds are allowed without prior National Office permission. Your State's initial "A" funds provided in Attachment 1 should be used

EXPIRATION DATE: September 30, 2002

FILING INSTRUCTIONS:
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for emergency SFH needs only during the Continuing Resolution. When additional “A” funds are authorized, we will be able to make a supplemental allocation for your State. To request funds for MFH appraisals or cost certifications that must be obligated immediately, contact Steve Jorgensen at (202) 720-1620. For all other emergency needs requiring “A” funds, contact Carl Muhlbauer at (202) 690-2141.

We will again need your cooperation in stretching our limited non-recoverable funding this year. Please check the accuracy of the Program Authority Codes (PACs) and Action Codes assigned to your State’s PLCEs. Make sure you use the PAC charts in the current RD Instruction 2024-A, Exhibit D, effective February 23, 2000, to verify the recoverability of each charge you submit.

Under provisions of the Credit Reform Act of 1990, each State has three non-transferable accounts to manage. The Direct Loan Financing Account, also referred to as the “R” Account, is used to pay PLCEs that are chargeable to a direct/insured borrower, property account, or subsidy funds in which the loan was obligated in FY 1992 or subsequent years. Mortgage credit bureau reports are charged against “R” funds. The Liquidating Account, also referred to as the “L” Account, is used to pay PLCEs that are chargeable to a direct/insured or guaranteed borrower or property account in which the loan was obligated prior to FY 1992. The oldest outstanding loan provides the basis for determining which recoverable (“L” or “R”) Account to charge in the case of multiple loans. The non-recoverable Salaries and Expense (“A”) Account is to be used to pay non-recoverable PLCEs that are not chargeable to a borrower, property account, or subsidy funds for all Housing and Community Facility programs.

Funding for PLCEs paid from cash proceeds from a sale and recoverable guaranteed loan expenses are not allocated. If you need to process a recoverable guaranteed program loan cost expense, please contact the Guaranteed Loan Branch of the Finance Office at (314) 539-6661 for instructions.

Program officials are the only staff authorized to certify PLCE funds availability. Administrative officials (Contract Program Managers, Contract Specialists, Budget Analysts, etc.) are not authorized to certify PLCE funds availability. The Program Loan Cost Coordinator is responsible for monitoring obligations/disbursements of PLCE allocations by account to avoid violation of the Anti-Deficiency Act. Specifically, your State Office Housing Program section is responsible for determining and documenting how these funds will best be used to meet your program goals and objectives. It is also accountable for the proper use of these funds. State Offices are required to issue a State Administrative Notice identifying a methodology for controlling their funds, naming the program official designated to certify PLCE fund availability, and, if these funds are sub-allocated, distribute them by program and account. **A State should not request additional funding in any of its three PLCE accounts until it has obligated at least 90 percent of its current account funds.**

If field staff have any questions concerning this memorandum, they should contact their State Office. If State Office officials have questions concerning this memorandum, they should contact Carl Muhlbauer, Program Support Staff, at (202) 690-2141.

Attachments (2)

Sent via Facsimile on 10-12-01 at 9:36 a.m. by SSD. State Directors should notify other personnel as appropriate.

PROGRAM LOAN COST EXPENSE FUNDS

Housing Programs (RHIF) - FY 2002

State/Territory	Allocations		
	Salaries & Expense Account	Direct Loan Financing Account	Liquidating Account
Alabama	\$904	\$1,339,906	\$642,700
Alaska	\$122	\$105,518	\$50,422
Arizona	\$443	\$598,719	\$256,709
Arkansas	\$775	\$1,235,244	\$622,824
California	\$1,382	\$1,861,183	\$830,803
Colorado	\$252	\$305,281	\$157,465
Delaware	\$403	\$514,317	\$254,779
Florida	\$979	\$1,360,109	\$637,558
Georgia	\$1,119	\$1,482,582	\$690,700
Hawaii	\$179	\$206,812	\$88,091
Idaho	\$244	\$343,689	\$189,161
Illinois	\$668	\$719,218	\$475,902
Indiana	\$653	\$661,690	\$420,751
Iowa	\$460	\$578,317	\$453,794
Kansas	\$330	\$373,228	\$264,710
Kentucky	\$897	\$1,235,087	\$590,661
Louisiana	\$834	\$1,236,469	\$578,382
Maine	\$471	\$821,608	\$407,362
Massachusetts	\$534	\$654,706	\$287,611
Michigan	\$847	\$849,839	\$536,051
Minnesota	\$463	\$444,221	\$382,722
Mississippi	\$1,465	\$2,896,496	\$1,240,541
Missouri	\$701	\$863,781	\$595,968
Montana	\$186	\$241,742	\$141,281
Nebraska	\$226	\$258,353	\$182,840
Nevada	\$73	\$80,052	\$55,214
New Hampshire	\$203	\$251,292	\$121,366
New Jersey	\$317	\$453,157	\$199,870
New Mexico	\$334	\$447,452	\$196,866
New York	\$876	\$900,672	\$480,609
North Carolina	\$1,520	\$2,111,114	\$954,169
North Dakota	\$159	\$244,279	\$173,684
Ohio	\$863	\$741,288	\$397,249
Oklahoma	\$569	\$821,518	\$392,056

Oregon	\$434	\$537,542	\$261,954
Pennsylvania	\$1,087	\$1,025,777	\$475,480
Puerto Rico	\$1,233	\$2,317,727	\$874,798
South Carolina	\$966	\$1,539,879	\$672,826
South Dakota	\$180	\$233,531	\$249,585
Tennessee	\$971	\$1,420,076	\$644,654
Texas	\$1,699	\$1,890,181	\$942,314
Utah	\$142	\$215,932	\$106,984
Vermont	\$182	\$275,430	\$145,393
Virgin Islands	\$73	\$113,503	\$46,772
Virginia	\$964	\$1,407,609	\$592,129
Washington	\$455	\$467,668	\$274,332
West Virginia	\$518	\$680,628	\$329,118
Wisconsin	\$532	\$473,998	\$353,933
Wyoming	\$115	\$161,578	\$78,857
Total	\$30,000	\$40,000,000	\$20,000,000

**FISCAL YEAR PROGRAM LOAN COST EXPENSE
RURAL HOUSING SERVICE - COMMUNITY PROGRAMS**

State: _____
 Contact Person: _____
 Telephone Number: _____

Account: _____
 Fax No.: _____

Program Authority Code (PAC):

_____ (Loan Program)

_____ (General Purpose)

_____ (Program Activity)

_____ (Detail Description)

Program Authority Required: _____ (Indicate Yes/No)

Recoverable _____ Non-recoverable _____

Description of Request:

CONTRACTUAL

Inspections _____
 Appraisals _____
 Analysis and Audits _____
 Information Services _____
 Other Services _____
 Maintenance & Management _____
 Repair/Improvement _____
 Exclusive Broker _____
 Open Listing Broker _____
 Environmental _____
 Other Field Contracting _____
 Credit Bureau Reports _____
TOTAL _____

NONCONTRACTUAL

Advertising _____
 Real Estate Taxes _____
 Insurance _____
 (including flood) _____
 Other (Explain) _____
 Utilities * _____
TOTAL _____

* Attach copies of vouchers and/or documents.

 State Program Director

Concurrence: _____ Date: _____
 Associate Administrator/Deputy Administrator

TO BE COMPLETED BY NATIONAL OFFICE:

Account Balance after this obligation:

Initials:

Date:

October 10, 2001

SUBJECT: Updating the Rural Community Facilities Tracking System

TO: State Directors, Rural Development

ATTN: Business Programs Directors

As you know, Rural Community Facilities Tracking System (RCFTS) data is used to measure Agency performance in delivery of our programs. As we begin this new fiscal year, I am requesting that a concerted effort be put forward to assure that data fields within RCFTS are updated timely in order that an accurate accounting of last fiscal year accomplishments are reported.

It is equally important that data for this fiscal year accomplishments continue to be updated in RCFTS in a timely manner. This data is utilized throughout the year in responding to numerous inquiries for information from the Department, the Office of Management and Budget, constituent groups, and Congress. We are requiring that all new/revised data be input at least on a weekly basis into RCFTS and reconciled with the accounting systems to ensure accuracy and consistency of the data.

Thank you for your anticipated cooperation.

(Signed by John Rosso)

JOHN ROSSO
Acting Administrator

EXPIRATION DATE:
October 31, 2002

FILING INSTRUCTIONS:
Community/Business Programs

October 2, 2001

SUBJECT: Fiscal Year 2001 Business Programs Accomplishments

TO: State Directors, Rural Development

ATTN: Business Programs Directors

During our annual training meeting in Charlotte, North Carolina, we mentioned that we would be requesting your assistance in providing end-of-year information on certain special emphasis areas that were identified in RD Instruction 1940-L, Exhibit A, Attachment 1.

Attached is a spreadsheet of the special emphasis areas for which we do not have a means to track accomplishments other than by individual input from your office. Special emphasis areas targeted specific Business Programs; in these cases, the programs not targeted for that specific emphasis area have been shaded (no input needed).

Please complete the attached chart **by October 19, 2001**, and submit it to this office via facsimile (202-690-0097) or by e-mail to chris.humes@usda.gov. Your prompt attention to this report is appreciated.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

Attachment

EXPIRATION DATE:
October 31, 2001

FILING INSTRUCTIONS:
Community/Business Programs